

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION
STATE FUNDED VOLUNTEER PROGRAMS**

QUARTERLY PROGRAM REPORT INSTRUCTIONS

Programs that receive state volunteer funds are required to report quarterly using ADSD Form 200-G. Source documents for this report include the program grant and the program records. Each Quarterly Program Report may be submitted electronically or by mail with an original signature to the Aging and Disability Services Division by the 10th day following the end of each quarter.

Submittal deadlines are as follows:

<u>Quarterly End Date</u>	<u>Due Date</u>
September 30	October 10
December 31	January 10
March 31	April 10
June 30	July 10

The information contained in this report is used by the Legislative Counsel Bureau to monitor program progress and to assess the impact of state funds appropriated to state volunteer programs. Due to the importance of the report and the need for timeliness, ADSD may withhold grant funding for programs that fail to comply with the reporting guidelines.

OVERVIEW

State funded volunteer programs are required to submit:

1. A Quarterly Service Report;
2. An Expense Report; and
3. A Narrative Progress Report.

All reports should be submitted together.

The information reported must relate to all program activity referenced in the approved ADSD grant application.

PROGRAM INFORMATION

Program Name – Enter the program name as shown on the program grant.

Grant Number – Enter the grant number as shown on the Notification of Grant Award.

Volunteer Service – Enter the type of volunteer service the program offers

SERVICE REPORT

Fill in the corresponding quarterly amounts for all combined service categories that are referenced in the approved grant application.

- 1) Volunteers – Enter the number of volunteers. This amount is cumulative.
 - a) Enter the number of volunteers by gender. Total volunteers by gender must equal the total number of volunteers.
 - b) Enter the number of volunteers that fall under each of the five age categories. Total volunteers by age category must equal the number of total volunteers.
- 2) Service Units – Enter the actual number of service hours provided by the active volunteers listed on line one for each quarter.
- 3) Clients Served – Enter the number of clients that were provided services by the active volunteers reported on line one.

Senior Companion – “Clients” are defined as seniors who receive services from Senior Companions.

Retired Senior Volunteer – “Clients” are defined as seniors receiving services from RSVP volunteers acting as Telephone Reassurance Callers, Home Companions, or Senior Outreach Companions.

***Note:** Volunteers and clients are reported cumulatively. This means that new volunteers or clients enrolled during a quarter are added to the total from the previous quarter. Volunteers or clients who disenroll during a quarter are NOT subtracted. Therefore, numbers of volunteers and clients should continually climb during the course of a year and never decline.

EXPENSE REPORT

Fill in the corresponding quarterly amounts for all combined service categories that are referenced in the approved grant application.

Program Budget

- 1) State Revenue – Enter the total amount of state funds expended during the quarter.
- 2) Other Revenue – Enter all other revenue expended during the quarter.

- 3) Total Program Revenue – Enter the total program revenue allocated toward the service during the quarter. This total should equal the addition of lines one and two above.
- 4) Volunteer Operating Expenses – Enter funds expended during the reporting period on the following categories: stipends, transportation, meals, insurance, physical examinations, recognition, uniforms or smocks, and background and/or security checks.
- 5) Volunteer Support Expenses – Enter funds expended during the reporting period on all costs other than those included on line four, including volunteer training costs.
- 6) Total Program Expenses – Enter total expenses for the services. This amount should equal the addition of lines four and five above.

Funds Leveraged

- 1) Total Service Purchase Costs – Applying the ADSD established average hourly wage rates provided below, determine the market costs for units of service provided by the program if no public assistance were available. To arrive at the costs, multiply the applicable wage rate by the number of hours of service.

Example: Senior Companion @ \$13/hr x 100 quarterly hours = \$1,300
 RSVP Volunteer @ \$10/hr x 120 quarterly hours = \$1,200

ADSD established hourly wage rates:

Senior Companion Program	
Senior Companion	\$13/hr
Retired and Senior Volunteer Program	
Retired and Senior Volunteer	\$10/hr
(Telephone Reassurance Caller, Senior Outreach Helper, Home Companion)	

NARRATIVE REPORT

Provide a summary analysis of the program's activities during the quarter in relation to the data provided in the service and expenditure reports.